



Wyoming Department of Education

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MEMORANDUM NO. 2009-060

TO: School District Superintendents
Title III Directors
Principals
Building PAWS Coordinators

FROM: Cassandra Celaya, Foreign Language Content Specialist
Standards and Assessment Unit

DATE: April 3, 2009

SUBJECT: 2009 WELLA Administration Training Materials
Requirements

IMPORTANT – TIME SENSITIVE INFORMATION

The Wyoming Department of Education is providing **required** administration and scoring training for all qualified personnel who will serve as Test Administrators for the 2009 Wyoming English Language Learners Assessment (WELLA). All **Test Administrators must** attend one of the two regional trainings to be provided at Rock Springs, on April 15 and Gillette, on April 17, 2009.

The week of April 6, 2009, all WELLA test materials will arrive at your district office for distribution to the schools by the Title III Directors. From these materials, persons attending the WELLA trainings are **required** to bring the following materials:

1. Wyoming English Language Learners Assessment **Test Coordinator's Manual**
2. Wyoming English Language Learners Assessment **Hand-Scoring Manual**
3. WELLA Rapid Reports **User's Guide**
4. WELLA Rapid Reports **Administration Guide**

Please contact Cassandra Celaya at ccelay@educ.state.wy.us or (307) 777-5217 or Charlene Turner at cturne@educ.state.wy.us or (307) 777-7322 if you have questions.

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